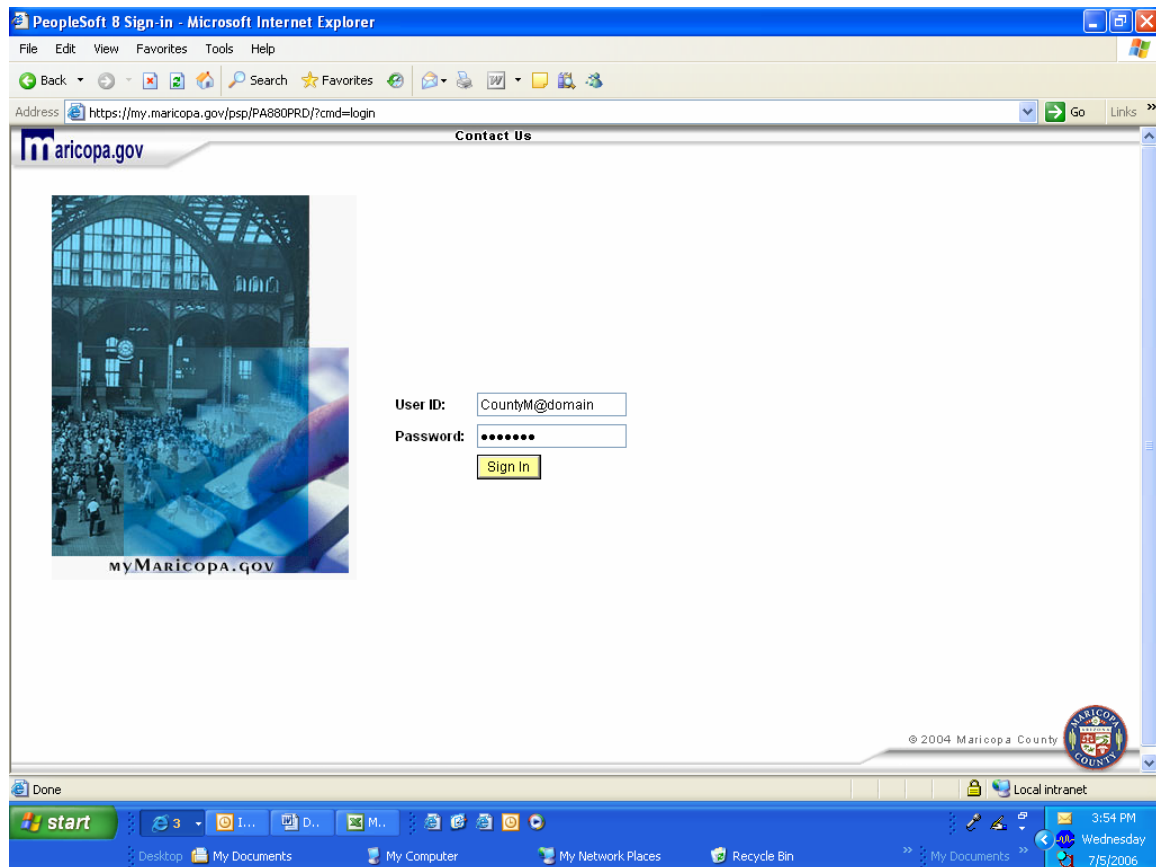


With the Self Serve feature in People Soft it is easy to review and update your life insurance beneficiary. To get there you simply type in: <https://my.Maricopa.gov> from either your work-station or home computer on the address line of your computer.

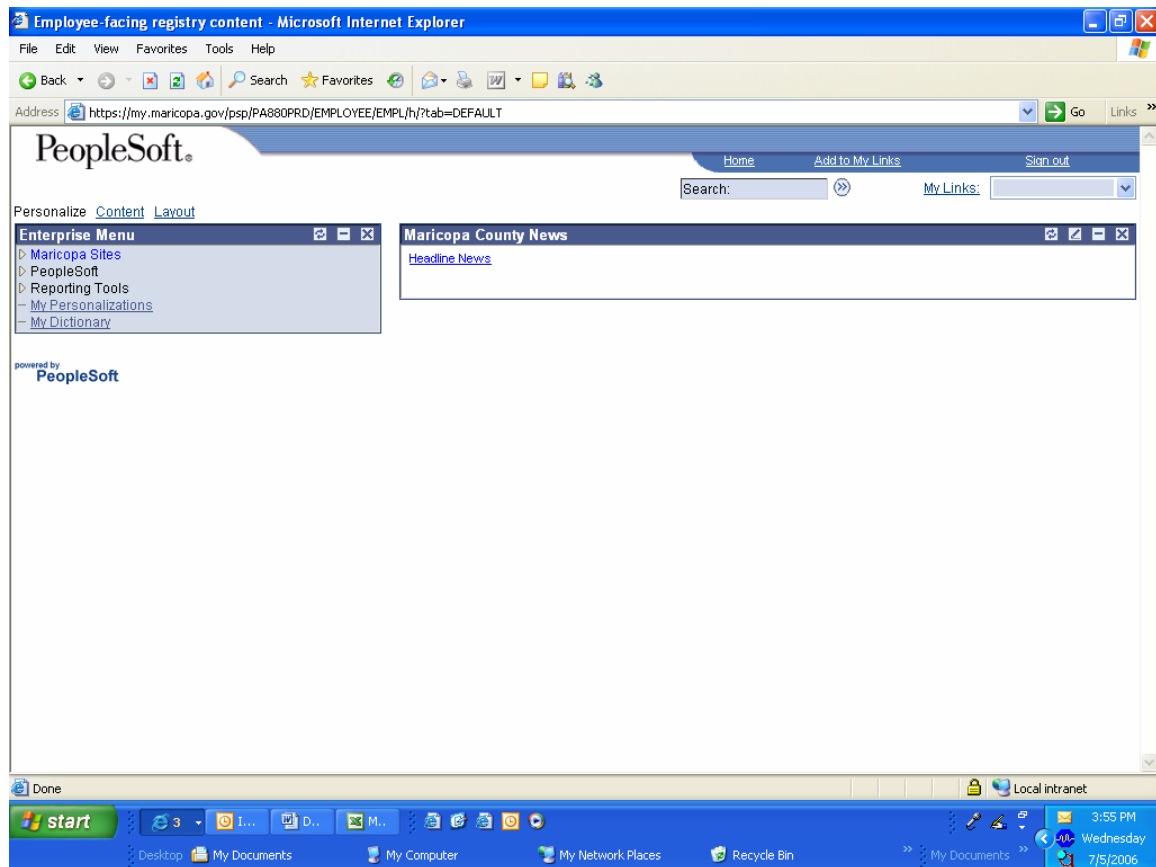
The PeopleSoft home page appears.



You can now enter your login id and password here. Generally, your login id (followed by @domain name) and password are the same one you use to logon to your computer each day. If you don't remember your login id or password, please contact your PC/LAN help desk and they can assist you. If you don't know whom to contact, call the Customer Support Center at 602-506-4357.

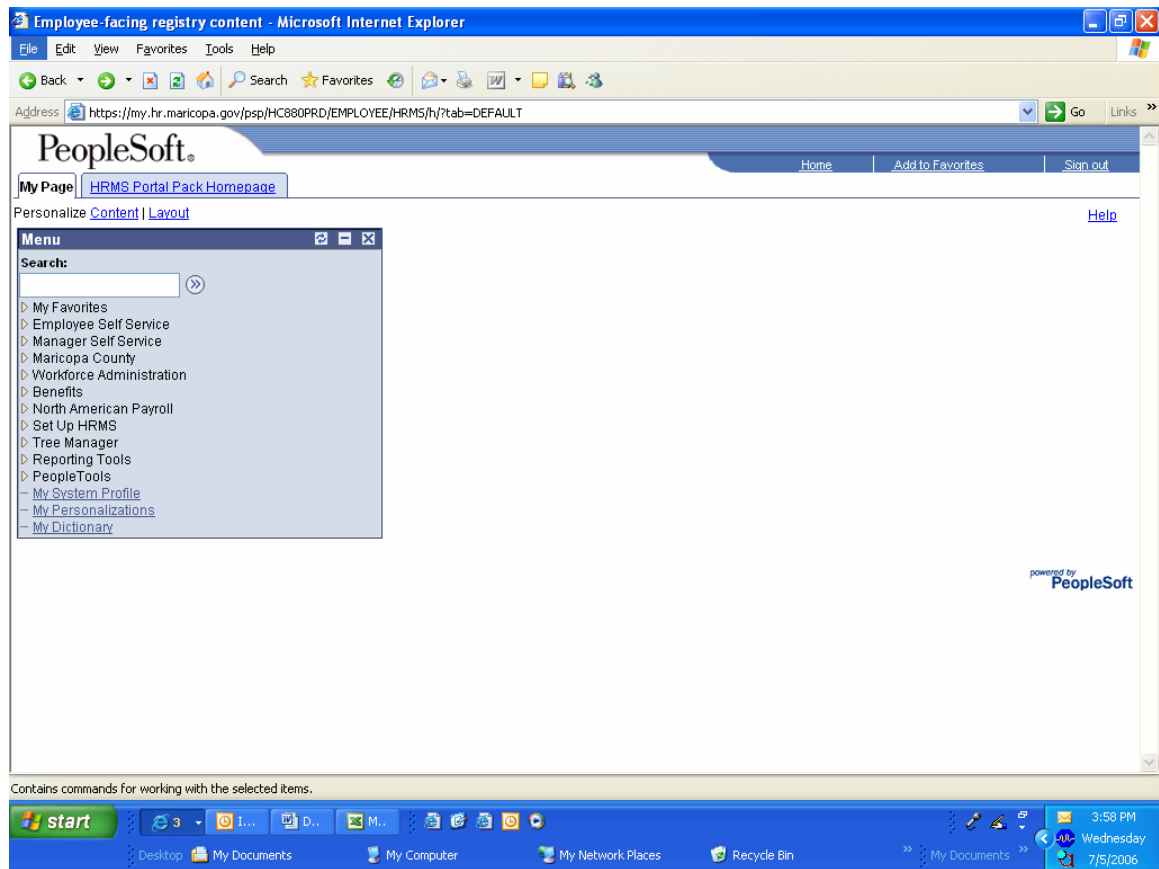
Click on the yellow "sign in" button (just below your login).

You will see a menu on the left side of the screen.



Click on “PeopleSoft”, The menu will expand and now you can see and should click on “Human Resources 8.8”. This opens a new page. Go back and close this first page by clicking on the “X” in the right-hand top corner. If you don’t close this screen, you will be timed out in 20 minutes.

Now click on “Employee Self Service”



Your menu should now look like this:

The screenshot shows a Microsoft Internet Explorer browser window displaying the PeopleSoft Employee Self Service main menu. The browser's address bar shows the URL: https://my.hr.maricopa.gov/psp/HC880PRD/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&Fok. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The address bar also includes a search field, a search button, and a Go button. The main content area is titled "Employee Self Service" and contains a grid of links to various self-service functions. On the left, there is a "Menu" sidebar with a search field and a list of navigation options. The bottom of the browser window shows the Windows taskbar with the start button, several open applications, and the system clock showing 4:00 PM on Wednesday, 7/5/2006.

Base Navigation Page - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address https://my.hr.maricopa.gov/psp/HC880PRD/EMPLOYEE/HRMS/s/WEBLIB_PTPP_SC.HOMEPAGE.FieldFormula.IScript_AppHP?pt_fname=CO_EMPLOYEE_SELF_SERVICE&Fok Go Links

PeopleSoft® Home Add to Favorites Sign out

Menu

Search:

My Favorites

- Employee Self Service
 - Time Reporting
 - Personal Information
 - Payroll and Compensation
 - Benefits
 - Training and Development
 - Performance Management
 - Recruiting Activities
 - Employee Home
 - Workflow User Preferences
- Manager Self Service
- Maricopa County
- Workforce Administration
- Benefits
- North American Payroll
- Set Up HRMS
- Tree Manager
- Reporting Tools
- PeopleTools
 - My System Profile
 - My Personalizations
 - My Dictionary

Main Menu >

Employee Self Service

Employee Self Service transactions; includes Time Reporting, Personal Information, Payroll and Compensation, Benefits, Training and Development, and employee Recruiting Activities.

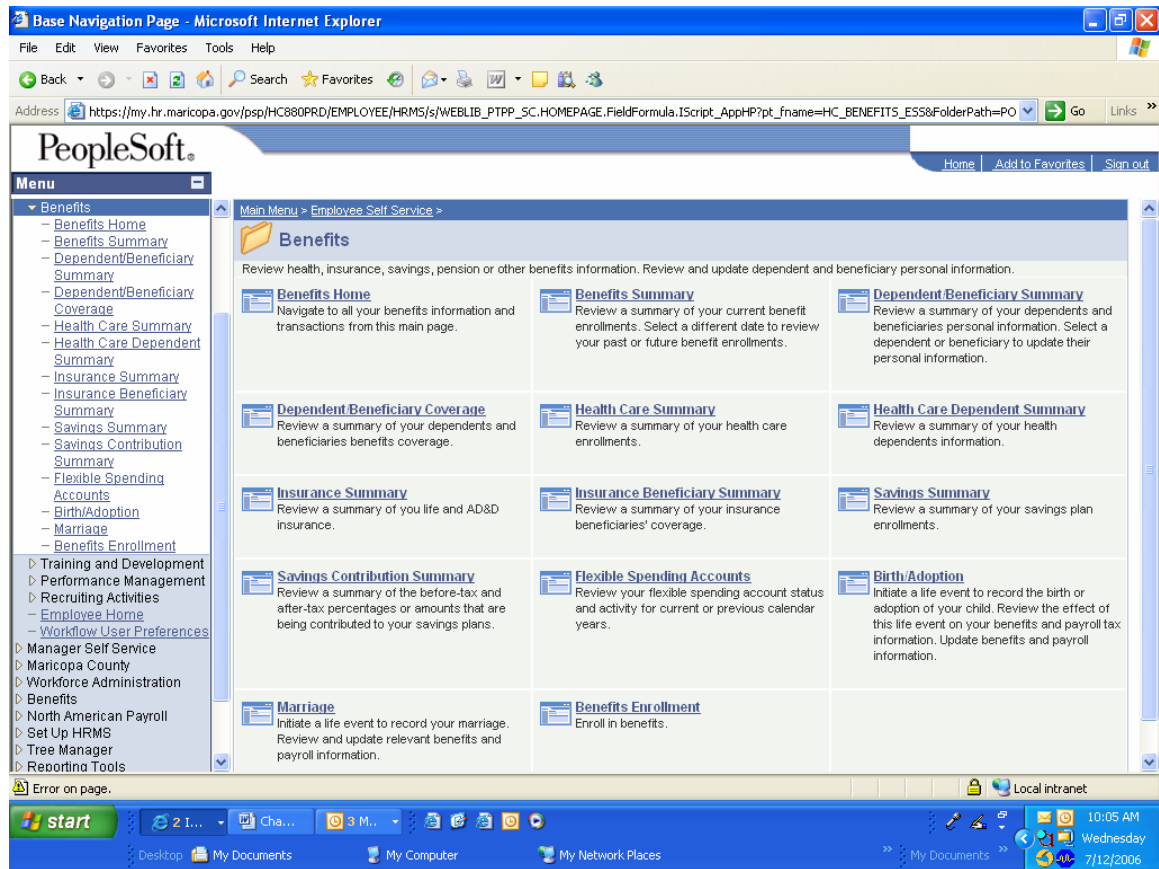
Employee Home Navigate to all the employee home pages from this main page.	Workflow User Preferences Profiles workflow user preferences.	Time Reporting Report time and review payable, forecasted and compensatory time, schedules and launch to other time reporting transactions. <ul style="list-style-type: none">Time Reporting HomeRecord TimeView Time
Personal Information Review and update personal information. <ul style="list-style-type: none">Personal Information HomePersonal Information SummaryHome and Mailing Address4 More...	Payroll and Compensation Review your pay and compensation history. Update your direct deposit and other deduction or contribution information. <ul style="list-style-type: none">Payroll and Compensation HomeView PaycheckDirect Deposit3 More...	Benefits Review health, insurance, savings, pension or other benefits information. Review and update dependent and beneficiary personal information. <ul style="list-style-type: none">Benefits HomeBenefits SummaryDependent/Beneficiary Summary11 More...
Training and Development Add or review information related to employee development such as education, languages, licenses and certificates, and memberships. <ul style="list-style-type: none">Training and Development HomeProfessional TrainingEducation3 More...	Performance Management Access your performance evaluations and plans, and keep personal notes regarding your goals and performance. <ul style="list-style-type: none">Performance Management HomePerformance DocumentsPerformance Notes	Recruiting Activities View your interview calendar, complete an interview evaluation form, refer a friend for a job, or view and apply for jobs for yourself. <ul style="list-style-type: none">Recruiting Activities HomeJob Postings/Apply for JobCreate/Update Resume

https://my.hr.maricopa.gov/psp/HC880PRD/EMPLOYEE/HRMS/c/ROLE_EMPLOYEE_HR_PROF_TRAINING.GBL?NAVSTACK=Clear&PORTALPARAM_PTCN Local intranet

start 3 I... D... M... 4:00 PM Wednesday 7/5/2006

Desktop My Documents My Computer My Network Places Recycle Bin My Documents

Click on Benefits.



Click on Insurance Summary.

On the Insurance Summary page, click on one of the “Benefit links” (for example [Basic Life and ADD](#)).

Insurance Summary - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address https://my.hr.maricopa.gov/psp/HC880PRD/EMPLOYEE/HRMS/c/W3EB_MENU.W3EB_INS_PICK.GBL?NAVSTACK=Clear&PORTALPARAM_PTCNAV=HC_W3EB_INS_PICK_GBL Go Links »

PeopleSoft.

Home Add to Favorites Sign out

New Window Help |

Menu

- Benefits
 - Benefits Home
 - Benefits Summary
 - Dependent/Beneficiary Summary
 - Dependent/Beneficiary Coverage
 - Health Care Summary
 - Health Care Dependent Summary
 - Insurance Summary
 - Insurance Beneficiary Summary
 - Savings Summary
 - Savings Contribution Summary
 - Flexible Spending Accounts
 - Birth/Adoption
 - Marriage
 - Benefits Enrollment
- Training and Development
- Performance Management
- Recruiting Activities
- Employee Home
- Workflow User Preferences
- Manager Self Service
- Maricopa County
- Workforce Administration
- Benefits
- North American Payroll
- Set Up HRMS
- Tree Manager
- Reporting Tools

Insurance Summary

Catherine Bridges

To view your benefits as of another date, enter the date and click Go:

07/05/2006 Go

Type of Benefit	Plan Description	Coverage or Participation
Basic Life and ADD	Basic Life Insurance	1 X Salary
Supplemental Life and ADD	Supplemental Life 5X Salary	5 X Salary
Dependent Life		
Short-Term Disability		Waived

Go To: [Employee Home](#)
[Benefits Home](#)
[Insurance Beneficiary Summary](#)

Done

Local intranet

start

Desktop My Documents My Computer My Network Places Recycle Bin My Documents

4:02 PM
Wednesday
7/5/2006

On the resulting page, under the Covered Beneficiaries section, click the Edit button.

On the next page, Change Current Beneficiaries and Allocations, you can enter new allocation percents and/or click the “Add a New Beneficiary button”.

Clicking the “Add a New Beneficiary” button takes you to a page with fields to add data for a new beneficiary and has a Save button at the bottom.

The person(s) named as primary beneficiaries will receive the life insurance benefit that you designated upon your death. You can have one or more primary beneficiaries but your percent allocations must total 100

The secondary beneficiary would only receive a benefit in the event that the person(s) you designated as a primary beneficiary passes away prior to your death. You may list any number of secondary beneficiaries but the percent allocation must total 100%.

Current Maricopa County policy mandates that you leave a minimum of 50% of your life insurance benefit to your legal spouse. Your spouse may waive their right to this benefit by completing the Beneficiary Designation form which contains a spousal waiver. This form must be completed and delivered to Employee Health Initiatives prior to updating your beneficiary designation. See Web site addresses below:

For intranet users the link is: <http://ebc.maricopa.gov/ehi/>

For internet users the link is: www.maricopa.gov/benefits

- ✓ Select the menu item: Forms
- ✓ Select Unum
- ✓ Select Beneficiary Designation Form

Taking the time to keep your life insurance beneficiary information current will give you peace of mind.